

2016



ONBASE

WASTE DIVISION GRANTS – USER GUIDE FOR APPLICATIONS

Nebraska
DEQ

Waste Division Grants
V 1.0

Table of Contents

How to Register for an Account.....	2
How to Login to the Online Application.....	6
How to Create a New Application.....	8
How to Fill Out an Application	11
How to Attach Supporting Documents	13
How to Submit an Application	14
Contact Us.....	17

How to Register for an Account

To start the online grant application process, you must first register for an account. Please read all of the steps carefully

1. To use the online grant application, you must have internet access and you must use one of the following internet browsers listed in this link:

<http://deq.ne.gov/NDEQProg.nsf/OnWeb/Browser>

2. From your internet browser, go to the DEQ portal for registration and application authorization:

<https://ecmp.nebraska.gov/DEQ-Login/Account/Login?ReturnUrl=%2fDEQ-LOGIN>

3. You should now be at the DEQ portal

- a. To create a new account – click on Register Here under NEW USERS on the right side of the screen
- b. If you have a User Name – type in your User Name and Password to verify your authorization to the application
- c. If you need to reset your Password – click on the Reset Password option
- d. If you need to update other account information – click on the Update User Account Information

LOGIN

User Name

Password

Login

NEW USERS

If you are a first time user and have not yet registered for an account, click the following link and follow the instructions
[Register Here \(Non-State Employees\)](#)


[Reset Password \(Non-State Employees\)](#)

[Update User Account Information \(Non-State Employees\)](#)

THIS IS A GOVERNMENT COMPUTER SYSTEM. UNAUTHORIZED ACCESS IS PROHIBITED. ANYONE USING THIS SYSTEM IS SUBJECT TO MONITORING. UNAUTHORIZED ACCESS OR ATTEMPTS TO USE, ALTER, DESTROY OR DAMAGE DATA, PROGRAMS OR EQUIPMENT COULD RESULT IN CRIMINAL PROSECUTION.....

PLEASE NOTE: If you have previously registered an account with the same email address you will receive the message below. If you would like to have the other usernames associated with the email address you entered, click **Yes** on this message.

Email Address Information

 The email address you have entered is already registered with at least one other account, would you like to have the other usernames associated with this address sent to your email account?

Yes No

4. After clicking on the Register Here option, you will be at the New Account Registration Page. You will need to complete all of the fields on this page. If you would like to view details on requirements for specific fields such as Username and Password, click the Field Requirements link. The following list will guide you through the fields you will need to complete:
- a. **First Name** – enter your first name
 - b. **Last Name** – enter your last name
 - c. **Email Address** – enter the email address that will be associated with this account and grant applications
 - d. **Confirm Email** – re-enter the email address typed above
 - e. **Username** – Create a username for this account (no spaces)
 - f. **Password** – Create a password for this account*

***PLEASE NOTE:** The password must be at least eight characters and contain at least one uppercase letter, one lowercase letter, and one digit with no spaces. Click the Field Requirements or Password Rules link for more information on password requirements.

- g. **Password Reminder Questions** – You must select three password reminder questions and supply an answer for each question. These questions will be used to authenticate your identity if you need to change your password or account information.
 - i. Select a security question from the drop-down box
 - ii. Type your answer in the Your Answer field. This field is not case sensitive

NEBRASKA ENTERPRISE SELF REGISTRATION

NEW ACCOUNT REGISTRATION

* Required

User Information

[Field Requirements](#)

First Name * Tom

Last Name * Sample

Email Address * tsample@hotmail.com

Confirm Email * tsample@hotmail.com

Login Information

Username * tsample001

Password *

Confirm Password *

[Password Rules](#)

Password reminder questions

Question One * What was your childhood nickname? ▼

Your Answer * buddy

Question Two * In what city or town did your mother and father meet? ▼

Your Answer * Hastings

Question Three * In what town was your first job? ▼

Your Answer * Lincoln

[Register Account](#)

5. Prior to completing your registration, **please note or record your User Name, Password, Security Questions and Answers.** The Help Desk does not have access to this information and cannot reset passwords. This is a user responsibility.
6. To complete your registration click **Register Account.** [Register Account](#)
7. After successfully creating an account, a message will appear stating that your account has been created, and that you are being redirected to the sign in page. If you do not see the sign in page within 10 seconds, click the link that says **here.**



Your account has been successfully created, you will be redirected to the sign in page in 5 seconds...

If you are not redirected, please click [here](#)

8. You will be redirected/returned to the DEQ portal page.

LOGIN	NEW USERS
User Name <input type="text"/>	If you are a first time user and have not yet registered for an account, click the following link and follow the instructions Register Here (Non-State Employees)
Password <input type="text"/>	
<input type="button" value="Login"/>	
Reset Password (Non-State Employees)	
Update User Account Information (Non-State Employees)	
THIS IS A GOVERNMENT COMPUTER SYSTEM. UNAUTHORIZED ACCESS IS PROHIBITED. ANYONE USING THIS SYSTEM IS SUBJECT TO MONITORING. UNAUTHORIZED ACCESS OR ATTEMPTS TO USE, ALTER, DESTROY OR DAMAGE DATA, PROGRAMS OR EQUIPMENT COULD RESULT IN CRIMINAL PROSECUTION.....	

9. Your account must be authorized to use the online application process. On the left side of the screen, enter your User Name and password and click the Login box.
10. The NDEQ PORTAL ACCESS screen will display. There may be more than one DEQ program listed.
11. Follow these steps to start the application process:
- 1 Click in the box(es) on the left to enable access to the program you need
 - 2 Then click the Update Access button
 - 3 Click on the DEQ program name to start the application process

Note: The Programs listed in this example may differ from your options

Listed below are the public applications that you may request access to use.

- If the box is checked, you may click on the application name and you will be directed to the main application page.
- If the box is not checked and you want to have access to the application, then check the box next to the application and click on update access. Once the access box is checked you may then click on the application name and you will be directed to the main application page.

Enable Access	DEQ Program
1 <input checked="" type="checkbox"/>	Waste/Litter Reduction & Recycling Incentive 3
<input checked="" type="checkbox"/>	319H - Nonpoint Source Pollution Program
<input type="button" value="Update Access"/> 2	

12. Please refer to the next section on “How to Login to the Online Application”.

How to Login to the Online Application

The following steps only apply to accounts that have been successfully created and authorized to use the application. If you have not yet successfully created an account and set up your authorization, please refer to the previous section “How to Register for an Account”.

To use the online grant application, you must have internet access and you must use one of the following internet browsers described in this link:

<http://deq.ne.gov/NDEQProg.nsf/OnWeb/Browser>


1. To access the application:
 - a. If you are coming from the DEQ portal then you will see a screen similar to the following and you may skip to step 2:

- b. If you are not coming from the account registration you will need to open your internet browser and go to:

https://ecmp.nebraska.gov/AppNet_DEQ/Login.aspx

2. The first field should already be filled out with the word PUBLIC
3. In the second field, enter your User Name
4. In the third field, enter your Password
5. Click on Login

Official Nebraska Government Website



NEBRASKA ENTERPRISE CONTENT MANAGEMENT PORTAL

PUBLIC LOGIN

Domain

User Name

Password

NEW USERS

If you are a first time user and have not yet registered for an account, click the link below and follow the instructions
[Register Here](#) (Non-State Employees)

[Reset Password](#) (Non-State Employees)
[Update User Account Information](#) (Non-State Employees)

Powered by...
OnBase

Depending on modules licensed, this product may contain portions of:
Imaging technology © Snowbound Software, Inc.
Full Text Indexing technology © Autonomy.

Version 14.0.2.127 - Copyright © 1992 - 2014 Hyland Software, Inc.

6. You should now be logged into the application. Please refer to the next section **“How to Create a New Application”**.

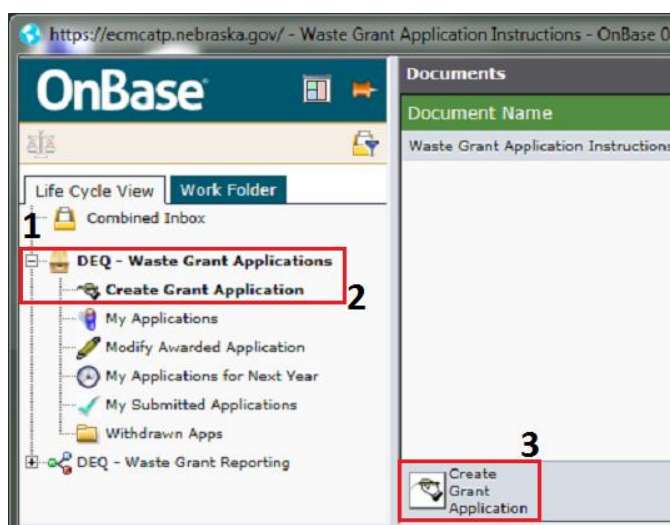
How to Create a New Application

Before creating a new application, you must register and authorize your account. Please refer to the [How to Register for an Account](#) section for instructions.

NOTE: Maximize the OnBase window to ensure you can see all of your options.



1. Once signed in to the application program, click on the + next to **DEQ Waste Grant Applications**. This will show a drop down menu
2. Select **Create Grant Application** from the options underneath DEQ – Waste Grant Application
3. Click on the Create Grant Application Button



NOTE: There are more instructions on how to apply for your Grant at the bottom of the following screen

How to Apply for your Grant Application

1. Use the button called "Create Grant Application" to start your Waste Grant Application.
2. After starting your Grant Application process you will be asked: Are you applying for the first year, or only year, of a Grant Application? Select **"Yes"** and then select **"Yes"** again to confirm that you are sure you would like to complete a new Grant Application.
3. When creating your application, please make sure to fill out all fields on every tab.
4. When you have completed all of the required fields, you can click on the save button. If a required field has not been completed, a warning message will appear and the required field will have a red border/shading. When you click on the save button, the application will move into your "My Applications" queue. If you are applying within 30 days after the deadline date for applications, it will appear in your "My Applications for Next Year" queue.

****After saving your application, you will need to select the "Life Cycles" tab in the upper-left corner of your screen to navigate to your "My Applications" and "My Applications for Next Year" queues.****

4. The tab **Work Folder** should open on the left hand side and the following screen will appear:

https://ecmcatp.nebraska.gov/ - Waste Grant Application Instructions - OnBase 01 14.0.2.127 [Test System - Not For Production U]

OnBase

Documents

User Interaction

Are you applying for the first year, or only year, of a Grant Application?

Yes No

Life Cycle View Work Folder

Name

5. Answer the questions on the screens that follow
6. You will then be asked to start filling out Application Information
7. When you have answered the questions on the first screen, click **Submit**:

https://ecmcatp.nebraska.gov/ - Waste Grant Application Instructions - OnBase 01 14.0.2.127 [Test System - Not For Production U]

OnBase

Documents

User Interaction

Fill out the following Application Information

How are you applying? *

Application Type *

Application Category *

Submit

Discard and Continue Discard and Cancel

Life Cycle View Work Folder

Name

Template: None

8. Then you will fill out the requested information under the **General** tab
 - a. Finish any remaining questions under **Grant Information**
 - b. Fill out the fields for **Applicant** and **Contact** under **Applicant Information**

NOTE: Contact will be the first point of communication from NDEQ.

NOTE: Title field examples: Mr., Mrs., Ms., Dr., etc.

9. Once all of the required fields are filled out, click the **Save** button at the bottom of the screen to save and to finish creating the application

Please fill out each tab on the application before saving.
Save
 Note: The Save button does not submit the application.

NOTE: The application will not be created until you click **Save**. You will not be able to **Save** until you have filled out all of the Required Fields that are marked with a red asterisk.

10. After saving the application it will be moved to **My Applications** under the **Life Cycle View** tab

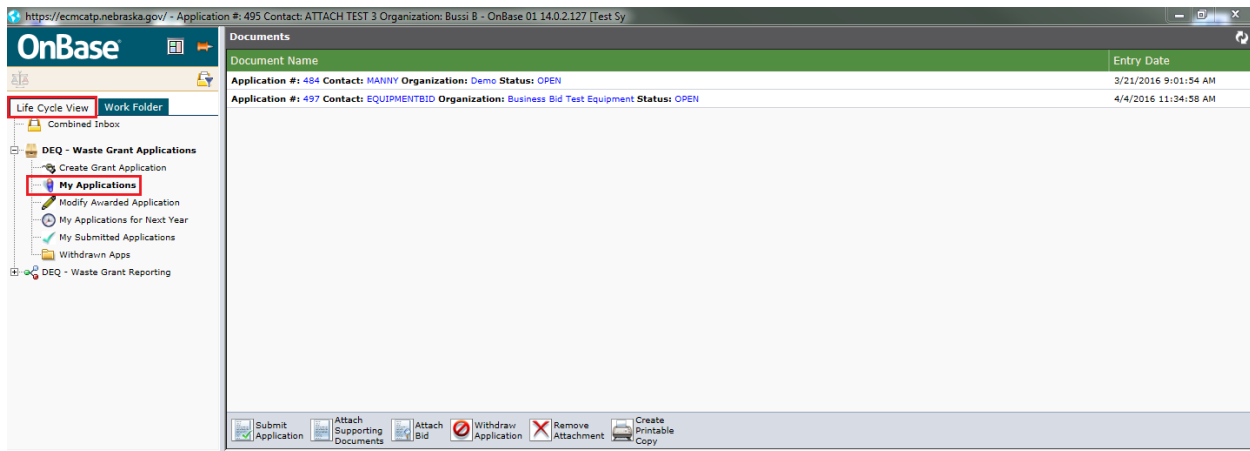
11. After your application is created, please refer to the next section “**How to Fill Out an Application**”

How to Fill Out an Application

Before filling out an application, please refer to the Application Process information pertaining to the grant you are applying for.

<http://deq.ne.gov/NDEQProg.nsf/OnWeb/DistAid>

1. After signing into OnBase, click on the **Life Cycle View** tab and select **My Applications**



2. After selecting your application you will be able to fill in the required fields in the application that appears. *You can expand the application by moving the cursor over the separating line between the documents and applications section until you see a double arrow.*

The screenshot shows the OnBase web application interface with the "Waste and Litter Grant Application" form expanded. The browser address bar displays "https://ecmcatp.nebraska.gov/~ Application #: 497 Contact: EQUIPMENTBID Organization: Business - OnBase 01.14.0.2.127 (Test Sy)". The OnBase logo is in the top left. The navigation pane on the left shows "Life Cycle View" and "Work Folder" tabs. The main content area is titled "Documents" and contains a table with two rows of application data. Below the table, the "Waste and Litter Grant Application" form is expanded, showing fields for "Grant Information" and "Applicant Information". The "Grant Information" section includes fields for "How are you applying?", "Organization", "Award Year", "Are you registered to conduct business in the State of NE?", "Application Type", "Application Category", and "Business Fee". The "Applicant Information" section includes fields for "Applicant" and "Contact".

Document Name	Entry Date
Application #: 484 Contact: MANNY Organization: Demo Status: OPEN	3/21/2016 9:01:54 AM
Application #: 497 Contact: EQUIPMENTBID Organization: Business Bid Test Equipment Status: OPEN	4/4/2016 11:34:58 AM

Waste and Litter Grant Application	
General Funding Narratives	
Grant Information	
How are you applying?	Award Year
Organization	2017
Are you registered to conduct business in the State of NE?	
YES	
Application Type	
Waste Reduction & Recycling Incentive	
Application Category	
Business Fee	
Applicant Information	
Applicant	Contact

Remember to save your work often, recommended every 15 minutes. The application may time out due to inactivity after 90 minutes without notification and without prompting you to save. To save your work: scroll to bottom of the page and click on the *Save* icon.

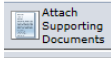


Please fill out each tab on the application before saving.

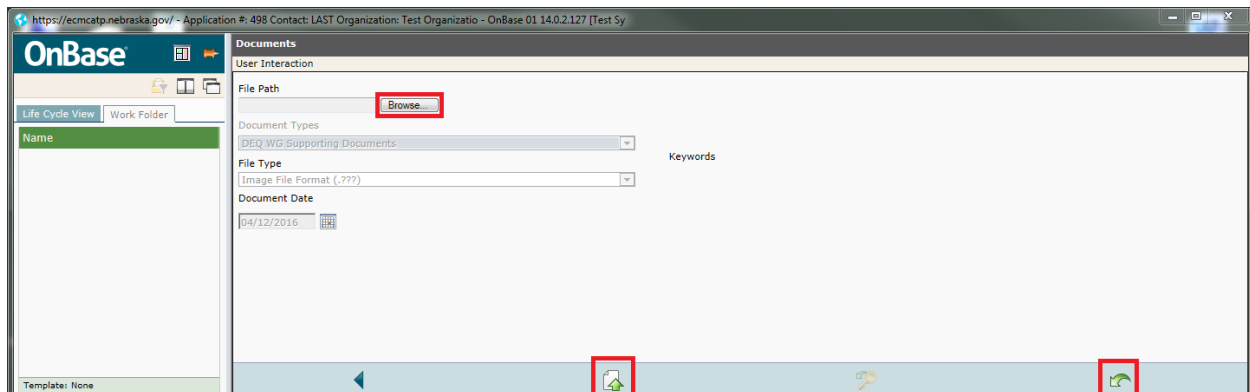
Save

Note: The Save button does not submit the application.

3. Fill out all of the required fields under each of the tabs. You may wish to type up your responses to the narrative questions in a separate document. This will help prevent you from being Timed Out of you OnBase and also ensure that you have another copy of your responses. You can then copy your responses from the document and paste them into the OnBase narratives fields. (Fields cannot be left blank so you will have to paste your responses into OnBase if using this method. Simply attaching the document without filling out the OnBase required fields will not work and therefore your application will not be accepted)
4. After all of the required information in your application is filled out you are ready to attach your supporting documents. Please refer to the next section **“How to Attach Supporting Documents”**. (If no supporting documents are required for your application you can go **“How to Submit an Application”**)

How to Attach Supporting Documents

1. Click on the **Attach Supporting Documents** icon 
2. Provide a brief description of the document being attached and then click on the **Submit** icon. *The more descriptive you are the easier it will be for you to keep track of your documents.*
3. Next, click on the **Browse...** icon to bring up your files. Click on the file you would like to upload and select **Open**.
4. When the correct file is listed under **File Path**, then click on the Import button represented by this icon . If the wrong file was selected, click on the Clear All button represented by this icon . It is recommended that you double check to make sure the document you are about to import is the correct one.
5. To remove a supporting document, click on the **Remove Attachment** icon
6. Once uploaded, supporting documents will be listed under the **Work Folder** tab



How to Submit an Application

1. Before submitting the application, please review all application fields and attachments for accuracy
2. Once you are confident the application is complete, scroll to the bottom of the application and click **Save**
3. Next, click on the **Submit Application** icon. *Once submitted, you will not be able to go back and edit your application.*

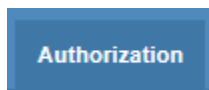
The screenshot shows the OnBase application submission interface. The 'Submit Application' button is highlighted with a red box. Below the form, a 'Save' button is also highlighted with a red box. A note states: 'Please fill out each tab on the application before saving. Note: The Save button does not submit the application.'

4. After submitting you will receive the following message regarding authorization

Now that you are ready to submit your application, please go to the authorization tab of your application and fill out the required fields. Once you have completed the required fields, please submit your application again. Thanks.

OK

5. After clicking OK you will see that there is a new tab called Authorization



6. Read through the information under this tab and click the check box next to **Check here if you agree**. Once the box is checked you can **Save** the application.

I certify have authority under the laws of the State of Nebraska to sign this grant application and that the information submitted is, to the best of my knowledge and belief, true, accurate and complete.

A. Is in Compliance with Nebraska State Affirmative Action Requirements and is committed to provide a drug free workplace environment;
B. Holds or can acquire title to all lands or has the necessary easements and right-of-way for the project and related lands;
C. Does not operate a landfill without a permit from the Nebraska Department of Environmental Quality; and
D. Is in compliance with the local zoning ordinances pertaining to the proposed project.

Applicant Full Name
Bids EquipmentBid

Date

☐ Check here if you agree *

Application # 497

Date Stored 4/4/2018

Time Stored 11:34 AM

Please fill out each tab on the application before saving.

Save

Note: The Save button does not submit the application.

7. After the application is authorized and saved you can submit
8. You will now be asked to verify your email address and Tax ID/Social Security Number

Email Verification

Email Address

Please confirm your email address (Please enter a new email address if the above is wrong): *

Submit

DEQ WG Tax ID Verification

Tax ID or SSN

XXXXXXXXXX

Please confirm your Tax ID or SSN (please use no hyphens). If your Tax ID/SSN is wrong please enter the correct number: *

XXXXXXXXXX

Submit

NOTE: Please retype your email address and Tax ID/Social Security Number, do not copy and paste from one line to the next. This information needs to be checked for accuracy.

9. Once you have verified your Email and Tax ID/Social Security Number you will be asked to verify that you are ready to submit your application. Click **Yes**.

Documents

User Interaction

Are you sure you want to submit your application? If you choose to submit your application you will NOT be able to modify it again. Hit the Cancel button to cancel the submission and make additional changes.

Yes Cancel

10. The following message appears to notify you that your application has been submitted and is locked

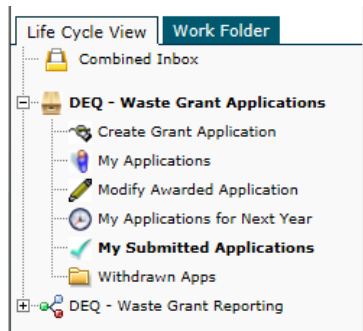
Documents

User Interaction

Your submission is now locked and you can view your application in the My Submitted Applications queue until the deadline date for your application.

OK

11. While you will not be able to make any changes to your application at this time, you can view it by selecting **My Submitted Applications** under the **Life Cycle View** Tab.



Contact Us

1. To submit a question pertaining to either the online application process or the eligibility/content of the project(s), please email NDEQ.WasteGrants@nebraska.gov. If you know your Application Number, please include it in the subject line.
2. Additional contact information:

Nebraska Department of Environmental Quality
Waste Management Division, Planning and Aid Unit
Suite 400, The Atrium
1200 N Street
PO Box 98922
Lincoln, NE 68509-8922
Phone: 402-471-3388
Toll Free: 877-253-2603